



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Training Technician D1448000 3S0X1, 3S2X1, 3S3X1 PSN #: 0070688634	<b>RANK/GRADE:</b>  NTE MSgt/E-7	<input type="checkbox"/> <b>NATIONWIDE</b>  <input checked="" type="checkbox"/> <b>NCANG MEMBERS ONLY</b>  <input type="checkbox"/> <b>ON BOARD AGR ONLY</b>	<b>ANNOUNCEMENT #:</b>  <b>ANG-AGR 2014-26</b>
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**UNIT, LOCATION, POC:**

**145 FSS, Charlotte NC**

**POC: Lt Col Lisa Kirk [lisa.kirk@ang.af.mil](mailto:lisa.kirk@ang.af.mil)**

**704.391.4170 DSN: 231.4170**

**OPENS: 16 December 2014 CLOSES: 16 January 2015**

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Accomplishes formal training actions through the Pipeline Management System (PMS). Validates completed formal school applications. Enters eligible personnel into upgrade training (UGT) and ensures continued eligibility for training. Reviews ANG formal school allocations through the Training Opportunities Network (TOPNET) and Electronic Training Catalog Application (ETCA). Maintains generated listings of personnel attending school. Coordinates with higher headquarters, as necessary, to support formal school requirements for mandays and funding. Receives course booking forms and line numbers. Assists students with preparations to enter school, including preparing orders and out processing students. Serves as unit point of contact to resolve any problems encountered by students during formal training courses. Receives formal school student training reports on students, and graduation certificates upon completion of training, and forwards them to the unit training manager. Following completion of formal training, processes students into the unit, and documents completion of training and award of skill level. Monitors the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies; provides advice to commanders, supervisors, and unit training managers on matters pertaining to ECI/CDC programs. Conducts quarterly inventory of safe containing CDC test material in accordance with regulatory guidance. Enrolls personnel in CDC courses and monitors progress. Administers and controls end of course examinations. Maintains records of personnel participating in the ECI/CDC programs and enters data into the personnel data system relative to course taken, course completion and test scores. Acts as test control alternate and administrator for ECI testing (CDC and Professional Military Education courses). Conducts quarterly inventory of test materials. Captures data and accomplishes automated updates to reflect changes that result in classification actions. Ensures Unit Training Managers (UTMs), Additional Duty Training Managers (ADTMs), supervisors, trainers, certifiers, and trainees are familiar with the concepts, scope, objectives and procedures pertaining to on-the-job training (OJT). Maintains current computer-generated management information product listings of all personnel on (OJT). Ensures trainees meet all requirements for completion of training prior to upgrade of skill level. Identifies non-productive personnel in OJT status, and recommends appropriate corrective action to supervisors, unit training personnel, and commanders. Coordinates arrangements for locally requested training facilities and equipment. Processes Career Development Course (CDC) reactivation and re-enrollment requests in accordance with applicable guidance. Assists in evaluating the administration and effectiveness of each serviced unit OJT program during Staff Assistance Visits (SAVs). Consults with and assists various personnel involved with the military training program. Prepares, directs, controls, and instructs the Air Force Training Course. Conducts workcenter visits. Develops, analyzes, oversees, and facilitates unit and individual training programs. Advises commander, supervisors, training managers, trainers, certifiers, and trainees on unit training program progress and issues. Implements and distributes periodic changes in training and assignment requirements from USAF, as well as notification of Air Force Specialty Codes (AFSC) consolidation. Conducts audits to ensure all personnel are qualified to maintain appropriate Air Force Specialty Codes (AFSCs). Reviews and processes requests for waivers, involving training and retraining, and forwards with locally generated recommendations for approval by higher authority. Monitors and accomplishes officer AFSC upgrade actions. Manages the Special Experience Identifier (SEI) Program for the base.) Performs in-processing and out-processing actions for personnel departing for, and returning from all service schools. Ensures that departing personnel have in their possession orders, records and reporting instructions. Prepares school tour orders via MAPPER. Counsels members departing for active duty for training to ensure special requirements such as physical examinations, clothing, equipment and security clearances are met. Prepares and processes computer inputs to the data base for data elements related to OJT training schools and correspondence courses. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974. Maintains administrative suspense, publication files and records within the section; provides safeguards for CDC test materials; prepares reports, correspondence, requisitions forms, publications and maintains records sets of special orders on approved school tour applications and ensures formal school tour workdays and funding is available. Accomplishes Community College of the Air Force (CCAF) registration and enrollments for assigned members. Ensures progress reports reflect proper semester hours of Air Force schooling and that transfer credits are applied from local colleges/universities or credit by examinations. Counsels full-time and traditional guardsman of CCAF standing and general educational requirements to complete an Associates in Applied Science Degree. Maintains CCAF and local college catalogs as general reference publications for proper counseling techniques. ( Administers and directs the base level Defense Activity for Non-Traditional Education Support (DANTES) programs. These programs include examination of basic skills, e.g., GED; college credit by examination, e.g., CLEP; postsecondary admissions testing, e.g., ACT, SAT, GRE; and guidance and skills assessment inventories. Also included are independent study programs available from regionally accredited colleges and universities; military evaluation programs e.g. college credit for military experience and training; experiential learning assessment programs; college credit for volunteer or vocational experiences; and external degree programs which offer flexible schedules, incorporate nontraditional education, and have little or no residency requirement. In addition, requisitions materials from DANTES and maintains a reference library of appropriate publications. Markets programs to unit members and counsels them on those programs that will assist them in meeting their education objectives. Maintains liaison with higher headquarters; local schools, colleges and universities; the state Department of Education, etc. Performs other duties as assigned.

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management. Knowledge is mandatory of: techniques and procedures of systems analysis and design; software methodology; communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; and performance measurement, security, and resource management. Training. For award of AFSC 3S031, completion of a basic personnel course is mandatory. Experience. The following experience is mandatory for award of the AFSC indicated: 3S051. Qualification in and possession of AFSC 3S031. Also, experience in functions such as maintaining personnel records, counseling, or classification and assignments. 3S071. Qualification in and possession of AFSC 3S051. Also, experience performing or supervising one or more of the functions associated with preparing and maintaining PDS and manual records, personnel classification or usage, quality force management, auditing personnel records and reports, or career progression counseling. Other. The following are mandatory as indicated: For entry into this specialty: Ability to speak distinctly. For award of AFSC 3S031, ability to operate a keyboard at a minimum rate of 25 words per minute (wpm). For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Member must remain in the position to which initially assigned for a minimum of 24 months.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDC.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

**PLEASE READ DISCLAIMER:** Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

**EMAIL APPLICATIONS TO:** [145fss.fulltimejobapplications@ang.af.mil](mailto:145fss.fulltimejobapplications@ang.af.mil) Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.